

Staff and Health Education Coordinator- Healthy Start New Orleans

To apply, email cover letter, resume and completed application form to Karmen McKinley, klmckinley@nola.gov or fax to (504) 658-2680.

Supervisor: Grants & Program Development Manager

Work Status: Full Time

Revised Date: December 2012

Objective: To oversee health education delivery for Healthy Start New Orleans participants and staff.

DUTIES AND RESPONSIBILITIES:

1. Evaluate the educational needs of program staff and participants; research, develop and present materials to educate pregnant and parenting teens and adults, both male and female, to promote health awareness and good health practices
2. Plan and coordinate employee education seminars and health education events providing education training and public speaking on various health topics to promote public awareness and good health practices relative to maternal, paternal and child health
3. Prepare regular reports and maintain activity records; evaluate outcomes of the educational process and provide further information or assistance to prepare performance reports and periodic grant applications, as needed
4. Identify ways to improve work processes and customer satisfaction; modify approaches, communication and interaction to take account of sensory impairments and specific needs of program participants; make recommendations to the Program Manager about the health education needs of Healthy Start New Orleans; implement and monitor results as appropriate in support of overall department and program goals
5. Take responsibility for personal professional growth and development by reading professional journals, serving on committees involved in health education and attending seminars or workshops in the field of health education
6. Evaluate and update literature and educational materials periodically to ensure that current, accurate health information is disseminated to participants and staff
7. Maintain knowledge of applicable rules, regulations, policies, laws, and guidelines that impact the Public Health area; develop effective internal controls that promote adherence to applicable state/federal laws, and the program requirements of accreditation agencies and federal, state, and private health plans; seek advice and guidance as necessary to ensure proper understanding



Vacancy Announcement

8. Coordinate prenatal, parenting, and special educational opportunities for HSNO; maintain class schedules and prepare materials for classes
9. Develop and maintain effective community partnerships regarding health education
10. Maintain a positive working relationship with management, vendors, community agencies, schools, other health educators and health care personnel to ensure open communication within the health community
11. Collaborate with HSNO's Social Service and Healthcare Manager and Healthy Start educators to ensure that class content is in line with funder guidelines
12. Additional duties as necessary